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18 December 1962

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report  
for NOVEMBER 1962

1. The attached tables and charts reflect some of the activities of certain components of the Office during NOVEMBER 1962.
2. The statistics in the tables are compiled by the component concerned and refer to the current month.
3. The charts are prepared in this office from the statistics in the tables and afford a means of comparing the various accomplishments, workloads, and activities from the beginning of the current fiscal year to date.
4. Following are noteworthy items for the month:
  - a. The following analysis of costs for Fiscal Year 1962 was conducted by the Administration and Training Staff to indicate the basic costs for: (1) processing staff employees; (2) clearance of other overt and semicovert personnel; and (3) cost for clearance of people to be utilized covertly.

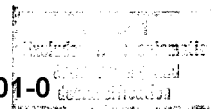
	<u>FY-1962</u>
Field Investigations	\$126.99
Covert Clearances, Approvals and Recommendations	28.16
Overt & Semicovert Clearances	21.99
Polygraphs	58.27
Building Badges	4.96

Estimated cost to process a staff employee includes:

Field Investigation	\$126.99
Clearance	21.99
Polygraph	58.27
Building Badge	4.96
	<u>\$212.21</u>

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Estimated cost to process other overt or semicovert personnel where no polygraph or badge is involved includes:

Field Investigation	\$126.99
Clearance	<u>21.99</u>
	\$148.98

Estimated cost to process covert personnel where no polygraph or badge is involved includes:

Field Investigation	\$126.99
Clearance, Approval or Recommendation	<u>28.16</u>
	\$155.15

25X1 b. Office participation in the United Givers Fund and the Public Service Aid Society Drives was concluded with exceptional results. In the United Givers Fund Drive, the Office attained 103 per cent of its quota, with 97.8 per cent participation. The overall Agency participation was 96.0 per cent. In the Public Service Aid Society effort, Office participation amounted to 99.5 per cent, with an average gift of  per person. Office of Personnel records indicate that the Office of Security was one of the largest contributors to this fund.

c. A critique on Week of the Cuban Crisis, setting forth the reactions of this Office and its recommendations to problems of Agency-wide import, as well as internal Office significance, was prepared and forwarded to the Executive Director.

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e. Support was also rendered to the following repre-

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Approved For Release 2003/05/15 : CIA-RDP78-04004R000200230001-0

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